Role Profile: Learning Support Assistant

Purpose

The post holder will assist in the educational and social development of pupils with special educational needs, under the direction of the SENCo and teaching staff.

Professional Standards

- Supporting and promoting the aims and ethos of the school
- Inspiring trust and confidence in pupils, colleagues and parents
- Engaging and motivating pupils
- Supporting colleagues in building a strong profile for the SEN Department
- Continually striving to develop the quality of pupils' learning
- Working collaboratively and with a commitment to continuous improvement
- Actively contributing to the successful enactment of departmental and school improvement planning
- Setting a good example in terms of dress, punctuality and attendance
- Attending team and staff meetings as required
- Undertaking professional duties that may be reasonably assigned by the Headmaster, including but not restricted to: supporting the school with break or lunchtime duties as required; supervision of pupils and groups on school excursions and visits under the direction of the colleague in charge of the activity; helping at school events as required
- Being proactive in matters relating to health and safety

Teaching and Learning

- Working with individual pupils or small groups on individual targets set by the class teacher
- Assisting in the implementation of Individual Education Plans (IEPs) for pupils and helping to monitor their progress against targets set
- Providing support for individual pupils, both within and outside of the classroom, to enable them to fully participate in learning activities
- Working as necessary in collaboration with other professionals, such as speech therapists or occupational therapists
- Assisting class teachers in maintaining appropriate pupil records
- Supporting pupils with emotional or behavioural problems, and helping to develop their social skills
- Supervising groups of pupils as a cover supervisor on occasions when work has been set by the class teacher
- Assisting in preparing the classroom for lessons and tidying up the classroom to keep it in good order, both during and at the end of lessons

Administrative Duties

- Preparing and presenting displays of pupils' work
- Preparing displays as requested by the class teacher, relating to topics of study, class rules, etc.
- Supporting the SENCo or class teachers in photocopying and other tasks that support teaching

Safeguarding Responsibilities

- Complying with safeguarding policies, procedures and the employee code of conduct
- Demonstrating a personal commitment to safeguarding and pupil/colleague wellbeing
- Ensuring that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engaging in safeguarding training when required

Person Specification

	Essential	Desirable
Experience & Qualifications	• Qualified teaching assistant or teacher status	• Courses of further study relevant to the post • Qualifications in additional areas of interest • Evidence of involvement in personal CPD
Skills and Personal Characteristics	• Enthusiasm for and knowledge of supporting children with special educational needs • Clear evidence of an ability to teach and work with children in an educational setting • An ability to communicate effectively with parents, pupils and staff in a variety of ways • An ability to think originally and creatively, and to show initiative • A commitment to supporting the ethos of the school as a community • An ability to cope with a busy working day and a varied programme of teaching • A sense of humour • Evidence of the ability to lead and work as a member of a team • Excellent attendance record • High standards of professionalism • Warmth, sensitivity and understanding of pastoral care needs • A concern for the reputation of the school • An ability to contribute to extra-curricular activities	• Good ICT skills • A clear understanding of how to engage with school data • Excellent administrative abilities • Clear understanding and knowledge of current curriculum issues

	Essential	Desirable
Other	• Ability to respond flexibly and adapt to changing and challenging circumstances • Ability to maintain strict confidentially of information received and process as part of the job role • Ability to set and maintain high standards • Ability to project a professional image for the school • Willingness to undertake appropriate training	